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**Personnel**

**AMARC SAFETY AWARDS PROGRAM**



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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. It establishes procedures for and describes the Occupational Safety, Flight and Health Awards Program. It outlines the eligibility, nomination and selection process and applies to all AMARC personnel.

**SUMMARY OF REVISIONS**

This is the initial instruction. It supersedes AMARC Regulation 900-3, *AMARC Safety Awards Program*.

**1. General.** This awards program is established to recognize AMARC personnel who have provided a significant contribution to the AMARC Occupational Safety, Flight and Health program. The contribution may consist of a change to a single task or a process that results in an increase in the safety or health of our employees involved in that task or process.

1.1. The AMARC Safety Awards program consists of the following elements:

- 1.1.1. A Quarterly Ground Safety Award.
- 1.1.2. A Quarterly Radioactive Materials Safety Award.
- 1.1.3. A Quarterly Weapons Safety Award.
- 1.1.4. A Quarterly Occupational Health Award.
- 1.1.5. A Quarterly Flight Safety Award.
- 1.1.6. A Safe Driver's Award. This award is based on a safe driving record for 5 consecutive years and then in 5-year increments.

**2. Eligibility.** Personnel assigned to or employed by AMARC are eligible for these awards

**3. Nomination And Selection Procedures, Ground, Weapons And Health Quarterly Awards.**

3.1. Any individual assigned to the center may nominate an individual or group of individuals who made a significant contribution to the center's occupational safety, flight and or health program. Nominations are to be forwarded to the AMARC Safety Office (CC-SE) by the fifth workday of January, April, July or October of each year.

3.1.1. Nominations should cover the calendar quarter proceeding the month they are due. The nominations will be prepared in narrative form. They should be factual and state concisely the contribution made to the program but need not be lengthy. Limit narrative to one single-spaced typewritten sheet. The AMARC Safety Office will provide typing assistance to any individual requiring assistance in preparing nominations for the stated awards.

3.2. The AMARC Safety Office and the Occupational Safety and Health steward, AFGE Local 2924, will review all nominations for the ground, radioactive material and weapons safety award and make the final selection for the AMARC awards. All nominations will be forwarded to the 355th Wing Safety Office for consideration for the Wing Quarterly Ground and Weapons Safety Awards.

3.3. The 355th Aerospace Medicine Squadron, Bioenvironmental Engineering Flight (355 AMDS/SGPB) will review all nominations for the Occupational Health Award and make the final selection for this award. The Bioenvironmental Engineering Flight Chief will notify AMARC Safety of the selected individual or group of individuals.

3.4. The AMARC Safety Office will notify the appropriate director of the selection, who will then notify the individual of the award.

3.5. The awards will be presented at the next scheduled AMARC Air Force Environmental, Occupational Safety and Health, (EOSH) Council.

**4. Safe Drivers Award.** The safe drivers award consists of an AF Form 193, **Safe Driver Award**, wall certificate which is awarded for 5 consecutive years and in increments of 5, 10, 15 and 20 consecutive years of safe driving.

4.1. All AMARC personnel who drive a government vehicle in the performance of their daily duties will be eligible for the safe driver's award. Individuals must not have been involved in a mishap nor received a citation for violation of Air Force or State motor vehicle operation regulations during the 5, 10, 15 or 20 year period for which the nomination is made.

4.2. Supervisors will provide a letter to the CC-SE by 15 October of the year recommending individuals by name for the appropriate award.

4.3. The safety office will prepare the certificate and return through the appropriate directorate channel for presentation.

RALPH T. SCHONEMAN  
Executive Director